

## MEMO

To: APA CALIFORNIA BOARD OF DIRECTORS  
From: John Chua, President, Digital Gear  
CC: Hing Wong, Francine Farrell, Laura Murphy, Lauren De Valencia y Sanchez, Sande George  
Date: June 5<sup>th</sup> 2013  
Re: Website Project Launch

---

Dear Directors of the APA California Board,

This memo is a summary of the status of the Website Redesign Project which we had embarked to execute on behalf of APA California.

Firstly, I wish to state that we appreciate your patience while we have been executing the project. It has taken us longer than anticipated due to the complexity of the project and other factors which have all been surmounted. Some modules had to be implemented sequentially and were dependent on satisfactory testing of preceding modules (such as the payment module) before we could progress to the next module implementation. We are now in the final phase for the launch of the Website.

I understand the inconvenience the delay has caused your organization but do wish to state that we are anxious to deliver an error-free, quality product and avoid any malfunctions within the Website. While this is painful as it causes delays in the launch of the Website, we hope you concur that a quality finished project is of the utmost importance to the reputation of the organization – as this Website will hopefully represent the organization for many years ahead. It is also important to us that we meet our commitment made to you, at the beginning of the project, to deliver a product that positively reflects on the organization. Hence, our request for your understanding in regards to the delays that were incurred in the project.

There are two final modules which are currently being implemented as the last phases of the project. We were initially dissatisfied with the implementation of these modules but have finally released one module, the Jobs Posting Module, to Francine Farrell for testing and our own internal QA. We should be able to deliver the final module, the Consultants Directory Module, in the next seven to ten busy days pending satisfactory testing of the module.

Upon satisfactory testing of the two remaining modules by APA California, pending your approval and pending any unforeseen circumstances, we should be able to launch the Website before the end of the month of June.

Thank you for reviewing this report. Thank you again for your patience, and we look forward to the final date of launch of the Website.

Sincerely,

John Chua  
President, Digital Gear